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PART--I-- Orders and Notifications by the Government of Tripura, The High Court, Government Treasury etc.

TRIPURA STATE MENTAL HEALTH AUTHORITY (SMHA) AGARTALA, TRIPURA.

No.F. 1(6)/SMHA/MPH/2025 Dated, Agartala, the 14th August, 2025

NOTIFICATION

In exercise of the powers conferred by sub section (2) of Section 123 read with sub 09 of section 18 of the Mental Health care Act, 2017 (10 of 2017) and all powers enabling it behalf, Tripura State Mental Health Authority hereby makes the following Regulations, nam

1. **Short title and commencement:**

(i) These Regulations may be called the Tripura State Mental Health Authority (Mi Quality Standards of Mental Health Services and Procedure for Applicati Permanent Registration of Mental Health Establishments) Regulations, 2025.

(ii) It shall come into force on the date of its publication in the official Gazette of Tripu

(iii) It shall extend to the whole of Tripura.

CHAPTER - I
Preliminary

2. **Definitions:** (1) In these Regulations, unless the context otherwise requires,

(a) "Act" means the Mental Healthcare Act, 2017 (10 of 2017);

(b) "Authority" means the Tripura State Mental Health Authority.

(c) "Caregiver" means a person who provides care and protection to person psychiatric disorder during his stay in Mental Health Establishment and incl family member or relative, nominated representative or any other person performs this function with or without remuneration.

(d) "Form" means a form appended to these Regulations.

(e) "Section" means section of the Act.

3. The words or expression used herein and not defined here but defined in the Act shall h the same meanings as assigned to these in the Act.

CHAPTER II

CATEGORIES OF MENTAL HEALTH ESTABLISHMENTS

4. The Mental Health Establishments shall be classified into following categories:

(a) **Short-term Treatment Centre:** This means a Mental Health Establishment having at least eighty percent of yearly admission for below thirty days which includes general hospital psychiatry unit and acute care facilities including de-addiction centre.

(b) **Long-term Treatment Centre:** This means a mental health establishment having at least eighty percent of yearly admission for above thirty days, such centre shall be termed as Long-term treatment centre where patients who need intensive care are kept.

(c) **Rehabilitation Centre:** This means a Mental Health Establishment, which provides care facilities for persons with mental illness who does not have active symptoms needing hospitalized care and where the focus is on rehabilitation and reintegration in to the society, which includes rehabilitation centre, halfway home and old age homes where mentally ill patients are kept including those suffering from dementia.

CHAPTER III

MINIMUM QUALITY STANDARDS OF FACILITIES FOR PERMANENT REGISTRATION OF MENTAL HEALTH ESTABLISHMENTS

5. Minimum quality standards of facilities: Every mental health establishment in the state of Tripura under the control of State Authority shall maintain the minimum quality standards specified below.

Standard 1. The premises shall –

(a) be a pucca structure;

(b) be equipped with functional windows and doors with strong and intact vertical grills and wire meshes to avoid attempts for suicide or self-harm;

(c) have lift with generator or power backup for areas having more than four floors;

(d) have sufficient ventilation and natural light;

(e) have sufficient illumination after sunset for reading without causing strain to the eyes;

(f) have illuminated passages leading to toilets and emergency exits during the night;

(g) have inverters or power back-up for emergency lights during power failures;

(h) have periodic maintenance of the mental health establishment; and

(i) have heaters and coolers subject to safety and health of residents, according to seasons.

Standard 2. The living conditions shall be comfortable with –

(a) separate cots, mattresses, pillow and blanket (with due regard to the season) for each patient placed in a manner that there is sufficient space between each bed;

(b) residents must not be made to sleep on the floor;

(c) adequate hygiene; and

(d) Adequate fans.

Standard 3. Hygiene, cleanliness and sanitation shall be maintained by-

(a) daily sweeping, swabbing and dusting of the entire premises;

(b) sanitation maintained in all the areas including toilets and bathrooms using disinfectants;

(c) adequate number of toilets and bathrooms and separate toilets and bathrooms for male and female inpatients, and disposal facilities for sanitary napkins; and

(d) adequate availability of water in wash basins, bathrooms and toilets;

(e) periodic fumigation, pest control and fixing of wire meshes on all doors and windows to keep out pests;

(f) cleaning and changing the linen regularly;

(g) providing in every Institution automated laundry service, or a separate area for washing and drying clothes, with adequate manpower, so that the laundry is collected, washed, dried and returned to the residents the same day or by out-sourcing the laundry service; and

(h) adequate arrangements for safe disposal of biomedical waste.

Standard 4. Wholesome, sumptuous and nutritive food and potable drinking water shall be provided in comfortable settings and –

(a) food shall be served in a respectable and comfortable manner;

(b) hygienic and nutritious food shall be served;

(c) cooks and persons involved in preparation and serving of food must undergo mandatory health check-ups periodically; aprons, masks and headgears must be provided to all;

(d) food must be served at frequent intervals under the supervision of sufficient number of attendants so that there shall be no long gap between meal times;

(e) the food served to each patient must meet their unique dietary requirements; meal plans and diet charts must be prepared by a dietician; and

(f) special diet based on special nutritional requirements must be given to women who are elderly, pregnant, lactating, or have recently undergone abortion or miscarriage.

Standard 5. Facilities shall be provided for social, cultural, leisure and recreational activities including –

a. entertainment programmes, socials and excursions for inpatients; and

b. furnished visitors' room for families coming to meet the inpatients.

Standard 6. Adequate number of health professionals shall be employed to provide proper treatment and -

(a) the inpatients seen on a regular basis by a mental health professional;

(b) a medical officer shall be available on call twenty-four hours to meet the emergencies:

(c) the trained human resources in mental health shall be made available to provide mental health services:

(d) human resources requirement shall be specified by the respective Government as per the availability of local resources; and

(e) provisions must be made for emergency treatment; ambulances equipped with necessary medical equipment must be kept ready at all times in the mental health establishments.

Standard 7. Medical and para-medical staff shall be engaged in accordance with the specified requirements and -

(a) there shall be regular visits by a qualified medical practitioner, in accordance with the norms fixed by the appropriate government, for checkup and treatment;

(b) nurses engaged for shift duty shall be in conformity with the norms made by the Indian Nursing Council from time to time;

(c) multipurpose workers, one for every ten beds or part thereof shall be employed; and

(d) multipurpose workers shall be engaged after an adequate induction training programme.

Standard 8. The premises shall have adequate floor space having -

(a) separate wards for mentally ill female inpatients and mentally ill male inpatients;

(b) adequate space between beds;

(c) adequate dimension to ensure comfortable passage and safe evacuation in case of emergencies;

(d) ward bed and surrounding space not less than one metre on all sides;

(e) common room, where possible, which has television, newspapers, magazines and indoor games and the chairs provided is 1:4 ratio; and

(f) outpatient department and inpatient facilities shall have sitting arrangements for patients and accompanying family members, registration, help and cash counters, drinking water facilities and separate toilets for males and females.

Standard 9. Equipment and articles shall be procured and used for inpatients in accordance with the requirements in mental health establishment having –

(a) medical equipment and instruments, commensurate with the scope of services and the number of beds;

(b) anaesthesia equipment and oxygen cylinders with flow meter for establishments providing electro convulsive therapy services in acute care services;

(c) equipment and inventory kept in a good usable condition;

(d) sufficient sets of basic equipment such as blood pressure apparatus, stethoscope, weighing machine, thermometer and like other equipments;

(e) sufficient stock of drugs, medical devices and consumables;

(f) first aid box with standard contents; a daily check done for replenishments; and

(g) an examination table with foot step.

Standard 10. Alternate methods shall be used in place of restraint to de-escalate crises situations and

(a) Physical restraints to be used only to prevent inpatients from hurting themselves or others, with the permission of the medical practitioner on duty or consultant psychiatrist and the circumstances shall be recorded in a separate register kept for this purpose;

(b) nursing staff shall be trained to use de-escalation techniques to prevent patients from harming themselves and others; and

(c) adequate number of security staff must be hired, with an equal number of female guards.

Standard 11. There shall be protection of privacy, dignity, safety and security of patients especially of women and their confidentiality and –

(a) No discrimination on the grounds of religion, race, caste, sex, creed, place of birth and economic condition or on any other ground in the matter of admission or treatment of patients;

(b) reasonable freedom and facility for pursuing religious beliefs;

(c) physical examination or treatment of female patients done shall be in the presence of a female attendant or female nursing staff, if conducted by male medical staff inside the hospital and vice versa;

(d) independent lockers provided to patients to keep their personal belongings;

(e) necessary procedures exist to meet fire and non-fire emergencies and safe exit of inpatients and others;

(f) appropriate display of directional fire exit signage, at least in two languages, one of which is local;

(g) all fire safety measures taken including fire prevention, detection, mitigation, evacuation, containment and mock drills;

(h) firefighting equipment to be periodically inspected, chemicals replenished and shall be kept in usable condition;

(i) residents must be provided with adequate number of clean undergarments and disposable sanitary napkins that are marked for personal use in public mental health establishments; and

(j) each individual resident must be provided with basic hygiene articles such as slippers, towels and combs, bathing and washing soap on a fortnightly basis, and at least two shampoo sachets every week; basic cosmetics such as powder, cream, bindis and kumkum and other items should be provided in sufficient quantity.

Standard 12. Every mental health establishment shall comply with the provisions of the Right of Persons with Disabilities Act, 2016 (49 of 2016).

6. In addition to the minimum quality standard mentioned in regulation (5), Category wise minimum specified standard are as follows:

(1) Mental Health Establishments desiring to be permanently registered as a **Short-Term Treatment Centre** has to maintain the following specific standards.

a) One full time Psychiatrist for every thirty inpatients.

b) One Clinical Psychologist for every hundred inpatients.

c) One Psychiatric Social Worker for every hundred inpatients.

d) One trained nurse per shift for every thirty inpatients.

e) One attender per shift for every fifteen inpatients. One attender for five patients per shift for facilities without caregiver.

f) On call Anaesthetist per hospital if ECTs are given.

g) On call Physician (Part time physician for more than hundred beds).

h) One duty medical practitioner per shift.

i) One security personnel per shift for fifteen patients.

j) Adequate provision for injection and collecting samples and observation in the outpatient area.

k) Risk assessment and measures to prevent self-harm and harm to others.

(2) Mental Health Establishments desiring to be permanently registered as a **Long-Term Treatment Centre** has to maintain the following specific standards:

a) One full time Psychiatrist for every fifty patients

b) One Clinical Psychologist for every hundred patients

c) One Psychiatric Social Worker for every hundred patients.

d) One Trained nurse for every thirty patients per shift.

e) One attender for twenty patients per shift.

f) On call Anaesthetist per hospital if ECTs are given.

g) On call Physician (Part-time physician for more than hundred beds).

h) One duty medical practitioner per shift

i) One full time occupational therapist per hundred patients.

j) One security personnel per shift for twenty patients.

k) Adequate provision for injection and collecting samples and observation in the outpatient area.

l) Risk assessment and measures to prevent self-harm (Ensuring adequate number of security personnel, facilities for restraint, quick response system etc.)

(3) Mental Health Establishments desiring to be permanently registered as a **Rehabilitation Centre** has to maintain the following specific standards:

a) At least monthly visit by a psychiatrist or regular consultation by a psychiatrist.

b) On call medical practitioner.

c) One full time Clinical Psychologist or Psychiatric Social Worker or Rehabilitation Psychologist or Rehabilitation social worker per hundred inmates

d) One trained Mental Health Nurse per fifty patients.

e) One attendant per twenty patients. Female attendants for female inmates.

f) Occupational Therapist or part-time vocational therapist or part-time vocational instructor including village artisan.

g) One-security personnel per shift for fifty patients.

h) Inmates restricted to twenty five per dormitory.

i) Tie up with nearby hospitals for emergency care.

j) Provision for safe custody of medicines.

7. Maintenance of records and reporting:

(1) The mental health establishments under the State Authority shall maintain medical records in the manner specified in Schedule-A.

(2) The Authority may call any medical record on receipt of any complaint.

(3) The medical records shall be kept for the period in accordance with the extant Government instructions or any other law for the time being in force.

(4) Annual Report of Mental Health Establishment in **Form D** shall be submitted to the Authority before 31st March of the following year.

8. Provision for Permanent Registration of Mental Health Establishments by State Authority:

1) Every mental health establishment in the State, except the mental health establishment under the Control of the Central Government, shall be registered with the Tripura State Mental Health Authority for which an application shall be submitted in **Form–A** appended with these regulations, containing details as specified therein, along with a fee of Rupees twenty thousand only in the form of a demand draft in favour of the Chairperson, Tripura State Mental Health Authority, payable at the place where the State Authority is situated.

2) The State Authority shall on being satisfied that the mental health establishment fulfils all the requirements in terms of sections 65, 66 and as per provision of these regulations, grant to such mental health establishment a permanent registration certificate in **Form-B**.

9. Filing of objection against grant of permanent registration to a mental health establishment: Any person may file an objection to the State authority under sub section (14) of section 66 of the Act in **Form C** appended with these regulations against grant of permanent registration to the mental health establishment, in response to public notice within the time specified in the notice and the same shall be dealt with as per provisions of the Act.

10. Issue of Duplicate Certificate: Where a certificate of registration granted to a mental health establishment is destroyed , lost , mutilated or damaged, the State Authority may issue a duplicate certificate on an application made by such establishment in the manner specified in rule (6) of Tripura Mental Healthcare Rules 2023.

By order and in the name of the
Governor of Tripura

Signed by Kiran Kumar
Dinkrrao Gitte
Date: 14-08-2025 10:20:11

Secretary
Government of Tripura
Health & Family Welfare Department

SCHEDULE – A
See regulation 7 (1)

Registers and documents to be maintained:

a) Plan and facilities – Details regarding the building and land.

b) Documents of services provided.

c) Establishment registers- Admission, discharge, injury, death, attendance and movement registers for the residents depending on the type of Mental Health Establishment. Admission and discharge register should have the following details:

1) Name and address of patient with age and mobile number.

2) Name and address of responsible relatives/nominated representative with mobile number, e-mail etc.

3) Details about under which section of Mental Health care Act the patient is admitted.

4) Advance directive if any and its implementation.

5) Date of admission and discharge.

6) Involvement of Mental health review board if any, in this patient Status at the time of discharge.

d) Valuable registers (with witness endorsement).

e) Accounts of incentives for the residents.

f) Abscond reporting register.

g) Case sheets for short-term treatment centre and long-term treatment centre and vital sign register for rehabilitation centres.

h) Staff register- Appointment, qualification and attendance.

i) Visitor's register (visitors for the inmates).

j) Inspection reports and valid license from Mental Health Authority.

k) Forms stipulated by Mental Health Authority for admission and capacity assessment.

l) Any other documents as stipulated by Mental Health Care Act, 2017 & Minimum Standards for Mental Health Establishment.

m) Register of details of physical restraint as mentioned standard 10 (a).

n) Register and file for communications with Mental Health Review Board.

o) Outpatient department register.

p) Computers to preserve scanned copies of records advisable.

q) Suitable facilities for safe and confidential custody of records. Electronic Medical Record is advisable, not mandatory.

FORM A

(See Regulation 8(1)

APPLICATION FOR PERMANENT REGISTRATION BY A MENTAL HEALTH ESTABLISHMENT

To,

The Chairperson,
State Mental Health Authority Tripura,
Agartala, Tripura.

Dear Sir/Madam,

I/We intend to apply for grant of Permanent registration for the Mental Health Establishment namely..... Details of mental health establishment are given below:

1. Name of the establishment:

2. Provisional registration No.....(Attach a copy of Registration Certificate). (If any)
(In case registration was under the Clinical Establishments (Registration and Regulation) Act, 2010(23 of 2010) or any other law, such Registration No. with a copy of Registration Certificate be enclosed with this application)

3. Postal address of the establishment
(With mobile number and email ID)

4. Category of mental health establishment (Put Tick Mark (√) on wherever applicable)

A) Short –term treatment centre ( )

B) Long-term treatment centre ( )

C) Rehabilitation centre ( )

5. Are you admitting persons under 18 years of age (Yes/No):

6. Name, qualification and experience of the in-charge of the establishment:

7. Number of beds:

8. **General Standards for Mental Health Establishment:**

	Whether satisfies		If not, reasons thereof
Standard- 1	Yes	No	
Standard- 2	Yes	No	
Standard- 3	Yes	No	
Standard- 4	Yes	No	
Standard- 5	Yes	No	
Standard- 6	Yes	No	
Standard- 7	Yes	No	
Standard- 8	Yes	No	
Standard- 9	Yes	No	
Standard- 10	Yes	No	
Standard- 11	Yes	No	
Standard- 12	Yes	No	

9. **Details of Manpower according to category of Mental Health Establishment.**

Staff	Status (No. of Posts)			Educational qualification and registration certificates annexed.(Y/N)	Appointment and joining letter annexed.(Y/N)
	Permanent	Visiting	On- call		
Psychiatrist					
Medical Practitioner					
Clinical Psychologist					
Psychiatric Social worker					
Counsellor					
Trained Nurse					
Ward Attender					
Physician					
Anaesthetist					
Occupational Therapist / Part-time vocational therapist/part-time vocational instructor.					
Security Guard					
Cook-cum Helper					
Cleaning Staff					

Declaration

I / We am/are herewith sending a demand draft for Rs .....(in words Rupees .....) drawn in favour of .....as application fee.

Account Name: **State Mental Health Authority**
Name of the Bank: **Tripura Gramin Bank, Gurkhabasti.**
Account No: **8037010002660**

I/We hereby undertake to abide fully by the provisions of the Mental Health Care Act, 2017, Rules and Regulations on minimum standards for Mental Health Establishment laid down under it.

The information submitted by me as above is correct to best of my knowledge and no fact has been concealed and if any fact is found to be false at any stage, I understand that the registration shall be cancelled by the State Mental Health Authority Tripura.

Date:
Place:

Signed by the Authorized Signatory

FORM B

(See Regulation 8(2))

CERTIFICATE OF PERMENANT REGISTRATION

Registration No.....

The State Authority, after considering the application dated..... submitted by..... under section 65(2) or section 66(12) of Mental Healthcare Act 2017 hereby accords permanent registration to the applicant mental health establishment as per the details given here under:

Name of the establishment: .....

Address: .....

.....

No of beds: .....

Category allotted: .....

The permanent registration certificate issued is subject to the conditions laid down in the Mental Healthcare Act, 2017 and the rules and regulations made there under.

Place :

Date :

Signature Registration Authority

Seal of the Registration Authority

FORM C

(See Regulation 9)

FILING OBJECTIONS AGAINST GRANT OF PERMANENT REGISTRATION TO A STATE MENTAL HEALTH ESTABLISHMENT

To

The Chairman,
State Mental Health Authority Tripura,
Agartala, Tripura.

It is in my knowledge that the Mental Health Establishment (name).....

situated at.....does not fulfil the following requirements for registration under section 65(4) of the Mental HealthCare Act,2017and the Rules and Regulations made there under.

1. _____ 2. _____
3. _____

I enclose the following in support of what is stated above:

1. 2.
3.

Address:

Mobile Number:

E-mail:

Date:

Enclosures.

Signature

Name

ANNUAL REPORT
FORM D
(As per clause 7(4) of the Regulation)

Name and address of the Establishment:

Permanent Registration/Provisional Registration/License Number:

Year of Report: 20 (January- December)

1. **Details of Medical and Para- Medical Staffs:**

Sl.No	Category	Number	Name & Qualifications
1	(i) Psychiatrists- Full time		
	(ii)Psychiatrists - Part-time		
2	Medical Officer		
3	Clinical Psychologist		
4	Psychiatric Social Worker		
5	Social Workers		
6	Psychiatric Nurses having degree or diploma in Psychiatric Nursing		
7	Nurses		
8	Attenders		
9	Pharmacist		
10	Others Specify category (e.g. counselling psychologists/ occupational therapist / nursing assistants/ security staffs etc.) Specify part-time/full-time/ days and hours available.		

2. **Physical Features and Support Facilities:**

1	Plinth area of building	
2	Details of approval of buildings	
3.	Details of sanitation facilities	
4.	In the open ward (Psychiatry Department only)	
	(a) Area provided (per patient)	
	(b) Living cum dining area (per patient)	
	(c) Number of toilets and bathrooms (Specify the number for male and female separately)	

3. **Treatment facilities:**

(i) **Inpatient:**

Sl. No.	Particulars	Adult		child		Geriatric		Remark
		Male	Female	Male	Female	Male	Female	
1	Number of rooms							
2	Number of beds							

(ii) **Outpatient Care Department (If Applicable):**

SL No	Particulars	Number	Details (if any)
1	Outpatient working days per week		
	(i)Psychiatry		
	(ii) De-addiction		
	(ii) Child and adolescent (below 18)		
	(iv) Other specialities - Geriatric/ suicide prevention etc.)- specify and give details- Add rows if necessary)		
2	Treatment facilities (Emergency rooms, Behavioral ICU, ECT, Secure rooms etc.)		
3	Laboratory and psychological testing facilities		
4	Rehabilitation facilities (Give details)		
5	Facilities for occupational therapy/ recreation etc.		

4. **Monthly Patient Statistics:**

(i) **Inpatient Admission:**

Month	Category of Admissions (in numbers)						Total	Remarks
	Independent Admission (u/s 85 &86 of the Act) *	Supported Admission up to 30 days (u/s 90 of the Act)	Extended Supported Admission up to 90/120/180 days (u/s 90 of the Act)	Minor Admission (u/s 87 of the Act)	Emergency care Admission (u/s 94 of the Act)	Admission under order of Magistrate(u/s 102 of the Act)		

(ii) **Inmate status (Rehabilitation centre)**

No.of inmates as on 1st Jan (a)	New addmission during the year (b)	Community integration (c)	Total (a+b-c)

(iii) **Discharge:**

Month	Total	Remarks

(iv) Death

Date of death	**Name**	**Age**	**Cause of death (should include cause of death antecedent cause and contributory factors if any)**	**Whether Autopsy was done Y/N**	**Any existing complaints Y/N***

*If the answer is 'yes', attach the details of the complaint and current position of the same in a separate sheet

5. **Category of Mental Illness Treated (to be as per ICD)**

Sl.No	Category	Number		Remarks/ Any relevant additional information
		Male	Female	
1.	Non-organic Psychosis			
2.	Bipolar Mood disorder			
3.	Depressive disorder			
4.	Substance use disorders			
5.	Organic mental disorders			
6.	Other psychiatric conditions (including those with no final diagnosis)			
7.	Childhood and developmental problems			

6. **Details of Training & Awareness Programmes conducted**

Date	Venue	Participant Category	Topic and Method	Number attended

(Attach in a separate sheet, if needed)

Note: *Act means Mental Healthcare Act 2017 *
Reporting period will be 1st January to 31st December of every year * Duly authenticated Annual Report shall be furnished before March 31st of every year via e-mail at smhatripura17@gmail.com or registered post or by hand.